

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

OFFICE OF CAMPAIGN FINANCE

ANNOUNCEMENT NO: **CJ(04)01-07**

POSITION: **AUDITOR**

DS-511-11

OPEN DATE: **July 19, 2004**

CLOSING DATE: **July 30, 2004**

IF "OPEN UNTIL FILLED": **N/A**

SALARY RANGE: **\$39,020 - \$50,264**

WORKSITE:

**2000 14th St., N.W., Suite 420
Washington, D.C. 20009**

TOUR OF DUTY: **8:15a.m. - 4:45p.m.**

M-F

AREA OF CONSIDERATION:

Open to the General Public

PROMOTION POTENTIAL: None

NUMBER OF VACANCIES: **One(1)**

AGENCY: **BOEE OFFICE OF CAMPAIGN FINANCE** DURATION OF APPOINTMENT: **Permanent**

[X] THIS POSITION IS NOT IN A COLLECTIVE BARGAINING UNIT

"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service, for an attorney position (DS-905) in the Excepted Service, or for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia **AT THE TIME OF APPLICATION**, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application."

BRIEF DESCRIPTION OF DUTIES: The incumbent will assist the Supervisory Auditor in discharging program responsibilities for audits, reviews and special investigative projects. This position is normally required to operate independently and to objectively analyze and reach conclusions regarding some aspects of OCF operations. The Auditor is responsible for preparing reports on the administration of audit projects and other assigned activities; and the incumbent is required to ensure production progress, quality control and efficient use of time and resources; review financial reports, work papers and draft audit reports; ensure policy conformance, professional tone, clear facts, and conclusions are adequately supported; and to prepare and oversee final audit reports, statistical reports and summaries analyzing reported financial data for public dissemination. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Degree in Accounting or in a related field that included or was supplemented by 24 semester hours in accounting. The applicant must have successfully worked at the full-performance level in accounting, auditing or a related field. Familiarity with the D.C. Campaign Finance laws and implementing regulations or other similar legislation and/or regulations. Knowledgeable of generally accepted accounting standards, principles, practices and auditing techniques. Familiarity with Microsoft Word and Excel, with special emphasis on use of spreadsheets.

SPECIALIZED EXPERIENCE: Applicant must have one (1) year of specialized experience, typically in or related to the work of the position to be filled, which has equipped the applicant with the particular

knowledge, skills and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been equivalent to the next lower grade in the normal line of progression.

SELECTIVE PLACEMENT FACTOR(S): None

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Familiarity with D.C. campaign finance and/or similar laws and regulations.
2. Ability to assist in leading and conducting field audits and desk reviews of financial reports.
3. Skill in drafting Audit Reports, or their equivalent, in a clear and concise manner.
4. Ability to provide technical guidance and leadership to the public and other professionals and/or conduct several projects concurrently, and to develop and maintain effective relationships with colleagues and clients.
5. Ability to communicate orally and in writing in order to conduct interviews, to secure information, establish and maintain effective relationships with others as well as to inform, advise and present audit findings clearly and concisely.

APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Setting

PHYSICAL EFFORT: Sedentary in nature

OTHER SIGNIFICANT FACTORS: None

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES, AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, DC 2000.

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY: NADINE JOURNIETTE
HUMAN RESOURCES ADVISOR
OFFICE OF CAMPAIGN FINANCE
2000 14TH Street, NW., Suite 420
Washington, DC 20009
(202) 671-0543

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 et seq., (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Salary Reduction of reemployed Annuitants: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement systems, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DIRECTOR

DC BOEE OFFICE OF CAMPAIGN FINANCE
AN EQUAL OPPORTUNITY EMPLOYER